

## **EXHIBIT 23**



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## MEETING MINUTES

**DATE OF MEETING:** 28 May 2003 **Meeting #27**

**PROJECT:** North Brookfield Jr./Sr. High School  
Dore & Whittier Project # 00-404

**SUBJECT:** Job Meeting held at E.J. Sciaba Site Trailer, at 10:00 a.m.

<b>ATTENDING:</b>	Bob O'Neill	Superintendent of Schools
	Ed O'Malley	Principal
	Matt Daly	Project Manager, E.J. Sciaba
	Mike Haynes	Superintendent, E.J. Sciaba
	Harald Aksdal	Dore and Whittier, Inc.
	Chris Conway	Dore and Whittier, Inc.
	Lee Dore	Dore and Whittier, Inc.

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Weather: 55°, 10:00 a.m., Over Cast & Light Rain

### Status Report /Work in Progress:

EJS: Trenching for underground communication lines in progress. Preparation for building fuel oil tank pad in progress. Preparation for slab in "C" Building in progress. Masons are setting up staging.

Site Work: None.

- Dewatering: Continuing.
- Millis Plumbing: Underground plumbing continuing. Excavation for piping continuing as needed.
- Griffin Electric: In process of installing branch circuits and coordinating with masons. All light fixtures are on site. 5/28 Correction: All light fixtures are not on site including all gym lighting, exterior poles and light heads, and all special and/or custom fixtures are missing.

North Brookfield Jr./Sr. High School Job Meeting #27  
Dore and Whittier Project No. 00-404

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Projected Work:

- 5/28 1. Greenwood will be on site Thursday and begin roofing work Friday or Monday.
- 2. Concrete slab in Building C scheduled for end of next week.
- 3. Masons and iron-workers will return weather permitting. Note: Masons and iron-workers were laid off for this week due to present weather and forecast. EJS noted materials will be available.
- 4. D&W expressed concern that laid off workers due to weather is not the only issue and that materials are not on site.

Project Schedule:

- 3/5 Updated schedule will be submitted to the D&W office for review this Friday, 7 March 2003. 3/19 In process and expected to be submitted this week. 4/2 Updated schedule has not been submitted for review. Last scheduled submittal by EJS was dated 10 Dec. 2002. At this time the schedule of the project is being dictated by the support coming from the main office. 4/16 No change. Still waiting updated schedule. It was noted that based on the average requisition amounts, up to now, that it is anticipated EJS will finish this project in 2005 if the current pace is maintained. 4/30 Project schedule has been submitted to D&W for review. 5/14 Submitted schedule; in need of revision. 5/28 Revised schedule will be submitted next Tuesday, 3 June 2003. A narrative explaining the recovery plan will also be provided by EJS.

Certified Payroll:

- 5/14 See attached. Note: Greenwood has not been updated through April.

Submittals/Shop Drawings:

- 5/28 D&W will prepare an updated separate list of items not submitted and items noted R.R., for EJS use.

RFIs and ASIs:

- 5/28 Updated logs will be distributed at the next meeting.

PRs/COPs:

- 5/28 Up dated logs will be distributed at the next meeting.

C.O./CCDs:

- Change Order #1 issued 6/26/02.
- Change Order #2 issued 11/20/02.
- Change Order #3 issued 12/10/02.
- Construction Change Directive #5 issued 2/13/03.
- Construction Change Directive #6R issued 2/25/03.

North Brookfield Jr./Sr. High School Job Meeting #27  
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## Daily Reports:

- 5/28 Updated reports submitted.

ITEM	ACTION BY/DATE
17.09	EJS and the CM will review current certificates of insurance log to evaluate out of date certificates and coordinate providing new as necessary. See attached. 1/8 In process. 1/22 See attached; to be resolved within the next two weeks. 2/5 EJS liability coverage has expired; update required. 3/5 EJS is up to date. Updates are required per the attached list. 4/2 Four contractors on the list remain requiring updates. EJS coordinating. 4/16 No change. 4/30 D&W to verify and provide new log for the next meeting. 5/14 See attached. 5/28 See attached.
19.01	Hung Associates is to come on site and investigate LGMF progress in Area 'C' and report findings for processing and the files. 2/5 On site this Thursday, 6 Feb. 2003. 3/5 Awaiting report (Copy given to D&W after meeting. D&W will review.) 3/19 Mecca to respond to Hung's report and make adjustments. Hung will be required to verify corrections. 4/2 No change. 4/16 EJS waiting Mecca to be on site and make corrections. 4/30 Mecca due on site next week. 5/14 Mecca not on site. Repairs are needed and new identified repairs are required. 5/28 EJS to coordinate with Hung. EJS has ordered materials and waiting for Hungs response. D&W is concerned that repairs be completed before composite deck is placed. EJS noted concern.
21.02	Owner requested front walk be paved as soon as possible. EJS will schedule as weather permits. Item will be reviewed and updated at the next meeting. 3/19 To be further reviewed at next meeting. 4/2 Not scheduled yet. EJS will verify schedule and accelerate. If possible, may try to do week of school break, 21 to 25 April. 4/16 EJS unable to coordinate and schedule paving work. EJS will put fence back up, repair as needed and coordinate with owner. 4/30 EJS to review. Existing fence to be repaired and maintained. 5/14 EJS will repair existing fencing, clean up area and fill and/or fence in around manholes. 5/28 EJS will do and coordinate with Owner for June 1 graduation and June 29 motorcycle rally.
24.03	Question: Has the gym exit doors hollow metal frames been ordered and/or are they on site? EJS to verify. 4/30 EJS to verify. 5/14 Not on site; EJS to order. 5/28 No change.
26.01	Owner request construction fence at ball field be repaired. EJS will do. 5/28 EJS to tighten fence again.
<b>New Business</b>	
27.01	D&W noted on the pay requisition, General Condition item is requesting to be paid at being 72% complete. EJS will coordinate General Condition amount with new schedule and make revisions as required.

North Brookfield Jr./Sr. High School Job Meeting #27  
Dore and Whittier Project No. 00-404

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ITEM	ACTION BY/DATE
27.02      Owner requested time line on when and/or if the Softball field was going to be worked on this summer and when would utilities work be done out into the main road. Once EJS has established a schedule, these items will be verified and coordinated with the Owner.	EJS

Next meeting to be held 11 June 2003 at 10:00 a.m.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

**DORE AND WHITTIER, INC.**  
Architects • Project Managers

Harald Aksdal, AIA  
Project Manager

HA:kne

C:      Mr. Robert O'Neill (with attachments)  
          Mr. Chris Conway (with attachments)  
          Attendees  
          A/E Consultants  
          Mr. John Couture, Building Inspector  
          RJD/LPD/ARR/JFT/GOJ/File

## **EXHIBIT 24**



1795 WILLIS

29 WATER

O'Neill

**EXHIBIT NO. 181**  
52305  
**MICHELLE KEEGAN**

### MEETING MINUTES

**DATE OF MEETING:** 14 May 2003

**PROJECT:** North Brookfield Jr./Sr. High School  
Dore & Whittier Project # 00-404

**SUBJECT:** Job Meeting held at E.J. Sciaba

**ATTENDING:**

Ed O'Malley	P
Peter Shipman	D
Mike Haynes	S
Harald Aksdal	D
Chris Conway	D

Weather: 65°, 10:00 a.m., Partly Sunny

#### Status Report /Work in Progress:

EJS: Masons have completed block and brick veneer. Masons are starting to work in the gym area. Decking is continuing; second floor decking is 90% complete. Roof blocking. Roofers are not on site and will not be until after final grading. Section C is waiting final grading. However, unable to visit and coordinate on site.

Site Work: None.

- Dewatering: Continuing.
- Millis Plumbing: Underground plumbing continuing as needed.
- Griffin Electric: In process of installing branch circuitry. All light fixtures are on site.

#### Projected Work:

- 5/14 None provided.

North Brookfield Jr./Sr. High School Job Meeting #26  
Dore and Whittier Project No. 00-404

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### Project Schedule:

- 3/5 Updated schedule will be submitted to the D&W office for review this Friday, 7 March 2003. 3/19 In process and expected to be submitted this week. 4/2 Updated schedule has not been submitted for review. Last scheduled submittal by EJS was dated 10 Dec. 2002. At this time the schedule of the project is being dictated by the support coming from the main office. 4/16 No change. Still waiting updated schedule. It was noted that based on the average requisition amounts, up to now, that it is anticipated EJS will finish this project in 2005 if the current pace is maintained. 4/30 Project schedule has been submitted to D&W for review. 5/14 Submitted schedule; in need of revision.

### Certified Payroll:

- CC -  
Greenwood  
had nothing  
in April*
- 5/14 See attached. Note: Greenwood has not been updated through April. EJS is missing two April submissions. - Good thru March - Greenwood holding up April

### Submittals/Shop Drawings:

- 5/14 D&W will prepare an updated separate list of items not submitted and items noted R.R., for EJS use. - will do again next time - want the list cut down done. - Harold will copy in

### RFIs and ASIs:

- 5/14 Updated logs distributed. See attached.

### PRs/COPs:

- 5/14 Up dated logs distributed. See attached. - MD has some - needs to review - ? last completed.  
*CC - extension duct back - 30K - MD - yes done -*

- ### C.O./CCDs:
- Change Order #1 issued 6/26/02.
  - Change Order #2 issued 11/20/02.
  - Change Order #3 issued 12/10/02.
  - Construction Change Directive #5 issued 2/13/03.
  - Construction Change Directive #6R issued 2/25/03.
  - 5/14 Updated logs distributed. See attached.

### Daily Reports:

- 5/14 Updated reports submitted. - MH will get to Chris Conway

ITEM	ACTION BY/DATE
17.09	EJS and the CM will review current certificates of insurance log to evaluate out of date certificates and coordinate providing new as necessary. See attached. 1/8 In process. 1/22 See attached; to be resolved within the next

*MD - working on it - 3 - outstanding  
Suffolk  
Architectural window system*

North Brookfield Jr./Sr. High School Job Meeting #26  
Dore and Whittier Project No. 00-404

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ITEM	ACTION BY/DATE
two weeks. 2/5 EJS liability coverage has expired; update required. 3/5 EJS is up to date. Updates are required per the attached list. 4/2 Four contractors on the list remain requiring updates. EJS coordinating. 4/16 No change. 4/30 D&W to verify and provide new log for the next meeting. 5/14 See attached.	
19.01 Hung Associates is to come on site and investigate LGMF progress in Area 'C' and report findings for processing and the files. 2/5 On site this Thursday, 6 Feb. 2003. 3/5 Awaiting report (Copy given to D&W after meeting. D&W will review.) 3/19 Mecca to respond to Hung's report and make adjustments. Hung will be required to verify corrections. 4/2 No change. 4/16 EJS waiting Mecca to be on site and make corrections. 4/30 Mecca due on site next week. 5/14 Mecca not on site. Repairs are needed and new identified repairs are required.	EJS
19.01 <i>* Report underneath before any deck concave see shrubs</i> have to see ours 19.02 <i>(1) Hung to repair to methodically</i>	EJS
21.02 Owner requested front walk be paved as soon as possible. EJS will schedule as weather permits. Item will be reviewed and updated at the next meeting. 3/19 To be further reviewed at next meeting. 4/2 Not scheduled yet. EJS will verify schedule and accelerate. If possible, may try to do week of school break, 21 to 25 April. 4/16 EJS unable to coordinate and schedule paving work. EJS will put fence back up, repair as needed and coordinate with owner. 4/30 EJS to review. Existing fence to be repaired and maintained. 5/14 EJS will repair existing fencing, clean up area and fill and/or fence in around manholes.	EJS
24.03 Question: Has the gym exit doors hollow metal frames been ordered and/or are they on site? EJS to verify. 4/30 EJS to verify. 5/14 Not on site; EJS to order. <i>MA - original aluminum changed to hollow metal masons are moving into that area</i>	EJS
25.05 Note that EJS' Project Manager Scott Finneran has resigned. Until further notice, EJS's contact person, in Scott Finneran's place will be Mike Sheehan. 5/14 EJS's new Project Manager is Matt Daly. Note that correspondence is now to be mailed to EJS's main office and not to the trailer site.	For the record
<i>yes MD - need access to financials at</i>	
<b>NEW BUSINESS</b>	
26.01 Owner request construction fence at ball field be repaired. EJS will do.	EJS
26.02 * Owner requested site clean up, roads cleared, fencing tightened up for the following: 1. June 1 Graduation 2. June 29 School will be site of the start of a large motorcycle rally	EJS
26.03 Yankee Engineering was on site 5 May for a steel inspection. Field report was issued to EJS, formal copy to follow.	For the record
26.04 Note: A meeting is scheduled for Wednesday 21 May at 2:00 p.m. in the High School Library with the bonding company, EJS, D&W and Owner representation to discuss the overall status of this project.	For the record

North Brookfield Jr./Sr. High School Job Meeting #26  
Dore and Whittier Project No. 00-404

CC

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Spaydall - submittals  
much missing

June 11, 2003

Next meeting to be held 28 May 2003 at 10:00 a.m.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE AND WHITTIER, INC.  
Architects • Project Managers

*H.Aksdal*

Harald Aksdal, AIA  
Project Manager

HA:kne

C: Mr. Robert O'Neill (with attachments)  
Mr. Chris Conway (with attachments)  
Attendees  
A/E Consultants  
Mr. John Couture, Building Inspector  
RJD/LPD/ARR/JFT/GOJ/File

Ed ① softball field?

CC ② Road work-

"tremendous amount of work this summer"

CC - a lot has to do with the issuing of the schedule

MD "not debating tremendous amount of work" CC - majority of side work has to take place this summer

\* \$8,000 for road work - estimate phone in concrete? CC - sounds like an exorbitant price"

Prepared 5/23/2003

MD "Surely company will support - will get it done - confident"

Plow

CC - "nothing has happened in last 2 weeks SJS is resolving financial issues"

Lee - submit schedule - substantial completion date - not hit 8/15

Billing for 73% general condition - \$30,000/mo  
general conditions -

MD Receipt due to delivery - as long as covers my cost - divide by the months left.

\* will bill according to next completion date

CC - Bldg Permit cost = CO #1 - get line run out. (MD) - will bill for 100%

it can be done  
October 14th?